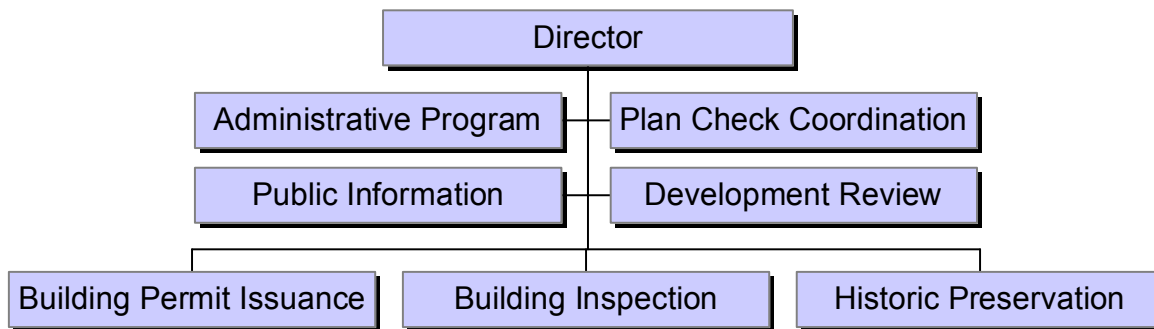


## Planning



### Description of the Service

The Planning Department's activities are guided by state laws and such documents as the General Plan, Zoning Code, Subdivision Ordinance, Cultural Preservation Ordinance, specific plans, community plans and environmental impact documents. The Planning Department is responsible for the preparation and administration of all these documents.

The Department uses these documents along with its professional planning experience to advise the City's decision makers on such matters as General Plan amendments, annexations, rezonings, variances, conditional use permits, planned residential development permits, land divisions, design review cases, ordinance amendments, and historic preservation matters.

Boards and commissions supported by the Planning Department include the Planning Commission, Design Review Board, Cultural Heritage Board, and several ad hoc planning committees.

The Planning Department coordinates and monitors the entire City plan check process. It is also responsible for the administration of the building, electrical, housing, and plumbing codes, including the issuance of permits and field inspections of construction work for compliance with applicable codes.

The Department is also responsible for its computer systems. Using IS staff paid through the Planning Department's budget, the Department administers its computer network, Sierra building permit system, word processing system, and the Planning portion of CADME.

### Recent Accomplishments

- Completed the Downtown Specific Plan, the University Community Plan Update, and the Market Place Specific Plan.
- Developed an award-winning Historic Preservation database.
- Facilitated the inclusion of City issues into the Riverside County Integrated Plan.
- Completed Exterior Structure Maintenance Ordinance.
- Continued to achieve customer service goals for processing plans, issuing permits, and completing inspections.

## Planning

### Mission Statement

The mission of the Planning Department is to provide timely and accurate planning and building services to the general public and development professionals while guiding the overall development vision of the City to protect and enhance the area's natural and man-made environment, its economic base, and its neighborhoods.

### Major 2002/03 Priorities

- Update the Rancho La Sierra Specific Plan.
- Implement state-of-the-art-automated permit tracking system.
- Continue to improve development review and plan check processes.
- Undertake Community Visioning Process.
- Commence a comprehensive update of the City's General Plan.
- Process annexation requests.
- Implement Exterior Structure Maintenance ordinance.
- Commence rewrite of City Zoning Code and Subdivision Ordinance.
- Continue working with Riverside County on the Riverside County Integrated Plan.
- Continue to achieve customer service goals for processing plans, issuing permits, and completing inspections.

### Council Priorities Addressed

- Improving Neighborhood Livability
- Economic Development

## Programs and Program Goals

### FY 2002/03

**Administrative:** To provide policy direction, leadership, vision, administration and fiscal management to enable the department to achieve program outcomes while complying with federal, state, local and other requirements.

**Special Projects/ General Plan:** To help citizens and decision makers formulate and implement the City's vision for a balanced, natural, cultural, and built environment through the development and maintenance of the General Plan.

**Historic Preservation:** To document and preserve the City's prehistoric, historic, and cultural resources.

**Development Review:** To provide guidance and direction in the review of development proposals to assure conformance with the General Plan and Zoning Code.

**Planning Division/ Plan Check Coordination:** To coordinate the timely processing of building plans throughout city government and assure conformance with its plans, codes, and review processes for the health, safety and general welfare of the public.

## Planning

### Performance Measures

	Actual 2000/01	Estimated 2001/02	Target 2002/03
% of over-the-counter plan check applications processed within 24 hours	75%	80%	85%
% of customers rating the overall service at the front counter as good or excellent	N/A	N/A	90%
% of Tenant Improvement plan check applications processed within 2 plan checks	85%	85%	90%*
% of full plan check applications processed within 2 plan checks	85%	85%	90%*
% of plan check applicants surveyed who rate the plan check services as good or excellent	N/A	82%	90%
% of telephone calls returned within 24 hours	75%	80%	100%
# of building inspections conducted / % conducted on same day scheduled	106,797 / 99%	89,674 / 99%	95,000 / 100%
% of over-the-counter permits issued on the same day, either without corrections or as redlined by staff	N/A	90%	95%
% of Board and Commission members surveyed to determine quality of service with respect to timeliness and quality of reports, presentations, and responsiveness	N/A	N/A	100%

\* Applications requiring 2 or more checks will be reviewed to determine the cause of the additional reviews. The 90% target refers to delays due to staff processing of plan check applications.

### Programs and Program Goals

#### FY 2002/03

**Public Information:** To provide accurate, timely, and customer oriented assistance to the public regarding the City's planning related plans, ordinances, and procedures to help them achieve their development goals within the framework of the City's vision.

**Building and Safety Division/ Building Inspection:** To provide timely inspections of construction activities for builders and consumers in order that they may be assured that the built environment meets established standards and that construction progress is not unnecessarily hampered.

**Building and Safety Division/ Building Permit Issuance:** To issue and archive building permits and provide permit related information to the general public in order that they may receive building permits and information in a timely manner and be assured that the records of their construction project will be properly archived.

## Planning

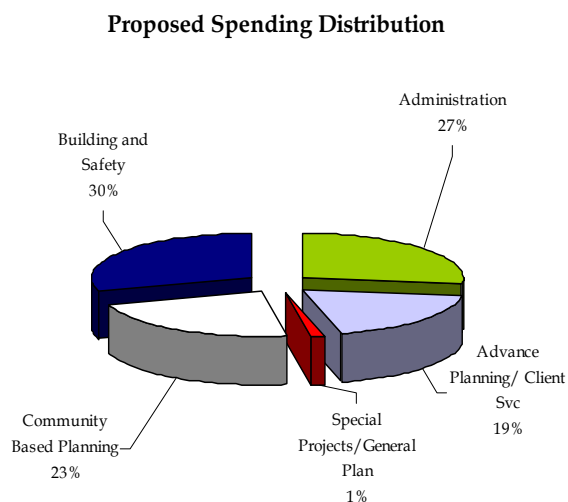
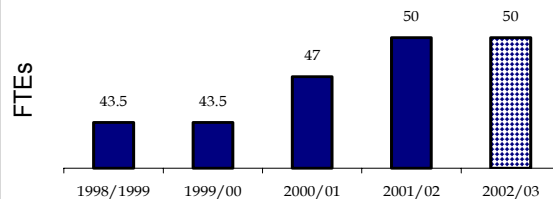
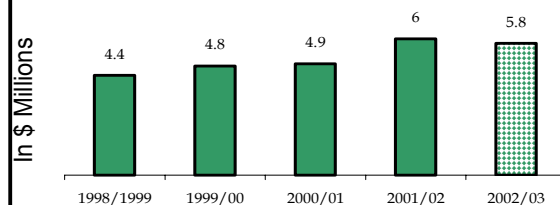
**Department Summary**

<b>Budget Summary</b>	<b>Actual 2000/01</b>	<b>Budget 2001/02</b>	<b>Proposed 2002/03</b>	<b>Change</b>
Personnel Services	3,231,001	3,670,982	3,924,900	6.9%
Non-Personnel	457,700	533,480	377,758	-29.2%
Special Projects	4,156	300,000	0	---
Equipment Outlay	156,197	0	0	---
<i>Direct Operating</i>	<u>3,849,054</u>	<u>4,504,462</u>	<u>4,302,658</u>	<u>-4.5%</u>
Debt Service	0	0	0	---
Capital Outlay	0	0	0	---
Charge From Others	1,368,590	1,535,258	1,597,359	4.0%
<i>Gross Budget</i>	<u>5,217,644</u>	<u>6,039,720</u>	<u>5,900,017</u>	<u>-2.3%</u>
Charge To Others	<u>(29,409)</u>	<u>(78,045)</u>	<u>(83,760)</u>	<u>7.3%</u>
<b>Net Budget</b>	<b>5,188,235</b>	<b>5,961,675</b>	<b>5,816,257</b>	<b>-2.4%</b>

**Expenditure Summary (Net Budget)**

Administration	1,307,617	1,802,921	1,579,612	-12.4%
Advance Planning / Client Services	909,834	1,019,185	1,097,167	7.7%
Special Projects/General Plan	109,037	92,229	83,655	-9.3%
Community Based Planning	1,211,707	1,430,445	1,332,131	-6.9%
Building and Safety	1,645,721	1,616,895	1,723,692	6.6%
Historic Preservation Grant	4,316	0	0	---
<b>Expenditure Total</b>	<b>5,188,232</b>	<b>5,961,675</b>	<b>5,816,257</b>	<b>-2.4%</b>

<b>Personnel Summary</b>	<b>47.00</b>	<b>50.00</b>	<b>50.00</b>	<b>0.00</b>
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**Program Summary****Personnel Summary****Historical Budget Expenditures**

## Annual Budget

**Department / Section:** Planning / Planning-Administration & Supp  
101 - 270000

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
411100	2700000	Salaries-Regular	258,873	377,516	377,516	398,420	5 %
411110	2700000	Salaries-Temp & Part Time	2,585	23,393	23,393	24,424	4 %
411410	2700000	Vacation Payoff	288	0	0	0	---
412000	2700000	Emp Pension & Benefits	55,532	91,981	91,981	103,395	12 %
413120	2700000	OT at 1.5 Rate	0	412	412	428	3 %
<b>Personnel Services Total</b>			<b>317,279</b>	<b>493,302</b>	<b>493,302</b>	<b>526,667</b>	<b>6 %</b>
421000	2700000	Professional Services	26,573	0	98,330	0	---
422000	2700000	Utility Services	3,337	4,420	4,420	4,400	( ) %
423000	2700000	Rentals & Transport	314	200	200	258	29 %
424000	2700000	Maint & Repairs	15,627	34,373	34,373	34,373	%
425000	2700000	Office Exp & Supplies	18,965	9,370	15,296	17,410	85 %
425000	9741500	Bldg & Planning Software	82,051	0	223,149	0	---
425200	2700000	Periodicals/Dues	2,019	2,375	2,375	2,375	%
427100	2700000	Travel & Meeting	10,132	11,860	11,860	11,860	%
427200	2700000	Training	724	3,100	3,100	3,459	11 %
428200	2700000	Legal Fees	198	0	0	0	---
428400	2700000	Insurance/All Other	5,749	5,976	5,976	11,420	91 %
<b>Non-personnel Expenses Total</b>			<b>165,692</b>	<b>71,674</b>	<b>399,079</b>	<b>85,555</b>	<b>19 %</b>
450010	2700000	Office Automation	0	300,000	330,044	0	---
<b>Special Projects Total</b>			<b>0</b>	<b>300,000</b>	<b>330,044</b>	<b>0</b>	<b>---</b>
462300	2700000	Office Furniture & Equipment	22,777	0	0	0	---
462308	2700000	Office Furn & Eq-Computer Acqui	12,731	0	0	0	---
<b>Equipment Outlay Total</b>			<b>35,509</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>---</b>
440301	9753200	University Comm Plan Update	0	0	90,033	0	---
<b>Capital Outlay Total</b>			<b>0</b>	<b>0</b>	<b>90,033</b>	<b>0</b>	<b>---</b>
881100	2700000	General Fund Allocation Chgs	489,300	628,084	628,084	659,424	4 %
881200	2700000	Central Svc Allocation Chgs	70,153	68,973	68,973	71,219	3 %
882002	2700000	Bldg. Maint. Charge	0	2,400	2,400	3,500	45 %
882008	2700000	Cadme Utilization Charges	114,644	95,926	95,926	96,400	%
882102	2700000	Annual Utilization Chgs 102 Fd	115,039	191,607	191,607	191,607	%
<b>Charges From Others Total</b>			<b>789,136</b>	<b>986,990</b>	<b>986,990</b>	<b>1,022,150</b>	<b>3 %</b>
892101	2700000	Annual Utiliztn Chgs to 101 Fd	0	(49,045)	(49,045)	(54,760)	11 %
<b>Charges to Others Total</b>			<b>0</b>	<b>(49,045)</b>	<b>(49,045)</b>	<b>(54,760)</b>	<b>11 %</b>
<b>Net Budget</b>			<b>1,307,617</b>	<b>1,802,921</b>	<b>2,250,403</b>	<b>1,579,612</b>	<b>(12) %</b>

## Annual Budget

**Department / Section:** Planning / Planning-Current Planning  
101 - 270500

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Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
423000	2705000	Rentals & Transport	9	0	0	0	---
Non-personnel Expenses Total			9	0	0	0	---
Net Budget			9	0	0	0	---

## Annual Budget

**Department / Section:** Planning / Plan-Advance Plan-Client Svs  
101 - 271000

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
411100	2710000	Salaries-Regular	660,345	699,877	694,877	732,717	4 %
411110	2710000	Salaries-Temp & Part Time	6,487	10,660	10,660	11,225	5 %
412000	2710000	Emp Pension & Benefits	127,071	158,283	158,283	185,810	17 %
413120	2710000	OT at 1.5 Rate	0	926	926	961	3 %
<b>Personnel Services Total</b>			<b>793,904</b>	<b>869,746</b>	<b>864,746</b>	<b>930,713</b>	<b>7 %</b>
421000	2710000	Professional Services	3,151	15,500	27,186	14,000	(9) %
422000	2710000	Utility Services	8,937	10,000	10,000	11,000	10 %
423000	2710000	Rentals & Transport	148	475	475	50	(89) %
425000	2710000	Office Exp & Supplies	7,032	13,150	23,841	12,750	(3) %
425200	2710000	Periodicals/Dues	579	1,099	1,099	1,099	%
426000	2710000	Materials & Supplies	0	2,100	6,300	1,800	(14) %
427100	2710000	Travel & Meeting	2,004	2,030	2,030	2,030	%
427200	2710000	Training	1,937	5,000	5,000	8,750	75 %
428400	2710000	Insurance/All Other	11,357	10,594	10,594	20,094	89 %
<b>Non-personnel Expenses Total</b>			<b>35,148</b>	<b>59,948</b>	<b>86,525</b>	<b>71,573</b>	<b>19 %</b>
453130	2710000	Magnolia Ave Corridor Study	1,112	0	3,718	0	---
<b>Special Projects Total</b>			<b>1,112</b>	<b>0</b>	<b>3,718</b>	<b>0</b>	<b>---</b>
462308	2710000	Office Furn & Eq-Computer Acqu	0	0	9,293	0	---
<b>Equipment Outlay Total</b>			<b>0</b>	<b>0</b>	<b>9,293</b>	<b>0</b>	<b>---</b>
881100	2710000	General Fund Allocation Chgs	10,685	12,965	12,965	13,620	5 %
881200	2710000	Central Svc Allocation Chgs	95,446	105,526	105,526	110,261	4 %
<b>Charges From Others Total</b>			<b>106,131</b>	<b>118,491</b>	<b>118,491</b>	<b>123,881</b>	<b>4 %</b>
894101	2710000	Interfund Svcs-General Fund	(3,853)	0	0	0	---
894220	2710000	Interfund Svcs-CDBG Fund	(6,968)	(29,000)	(29,000)	(29,000)	%
894240	2710000	Interfund Svcs-Air Quality Imp	(15,640)	0	0	0	---
<b>Charges to Others Total</b>			<b>(26,461)</b>	<b>(29,000)</b>	<b>(29,000)</b>	<b>(29,000)</b>	<b>---</b>
<b>Net Budget</b>			<b>909,834</b>	<b>1,019,185</b>	<b>1,053,773</b>	<b>1,097,167</b>	<b>7 %</b>

## Annual Budget

**Department / Section:** Planning / Planning-General Plan  
101 - 272000

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
411100	2720000	Salaries-Regular	37,440	59,734	59,734	48,847	(18) %
411410	2720000	Vacation Payoff	13,310	0	0	0	---
411420	2720000	Sick Leave Payoff	15,052	0	0	0	---
412000	2720000	Emp Pension & Benefits	7,545	11,613	11,613	12,930	11 %
413120	2720000	OT at 1.5 Rate	0	103	103	107	3 %
<b>Personnel Services Total</b>			<b>73,349</b>	<b>71,450</b>	<b>71,450</b>	<b>61,884</b>	<b>(13) %</b>
421000	2720000	Professional Services	0	0	60,985	0	---
421000	9747500	Downtown Specific Plan	0	0	12,000	0	---
422000	2720000	Utility Services	397	500	500	500	%
423000	2720000	Rentals & Transport	20	150	150	50	(66) %
425000	2720000	Office Exp & Supplies	16,162	4,872	17,910	4,770	(2) %
427200	2720000	Training	0	200	200	200	%
428400	2720000	Insurance/All Other	2,567	891	891	1,319	48 %
<b>Non-personnel Expenses Total</b>			<b>19,146</b>	<b>6,613</b>	<b>92,636</b>	<b>6,839</b>	<b>3 %</b>
440110	9116810	Hist Preservation Plan Update	0	0	10,000	0	---
450007	2720000	Community Visioning Plan	0	0	43,980	0	---
<b>Special Projects Total</b>			<b>0</b>	<b>0</b>	<b>53,980</b>	<b>0</b>	<b>---</b>
440301	9747500	Downtown Specific Plan	0	0	134,944	0	---
440301	9753600	Market Place Spec Plan Update	0	0	41,832	0	---
<b>Capital Outlay Total</b>			<b>0</b>	<b>0</b>	<b>176,776</b>	<b>0</b>	<b>---</b>
881100	2720000	General Fund Allocation Chgs	7,932	4,487	4,487	4,772	6 %
881200	2720000	Central Svc Allocation Chgs	8,610	9,679	9,679	10,160	4 %
<b>Charges From Others Total</b>			<b>16,542</b>	<b>14,166</b>	<b>14,166</b>	<b>14,932</b>	<b>5 %</b>
<b>Net Budget</b>			<b>109,037</b>	<b>92,229</b>	<b>409,008</b>	<b>83,655</b>	<b>(9) %</b>



## Annual Budget

**Department / Section:** Planning / Planning-Historic Preservation  
101 - 272500

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
440110	9114100	Cert Local Govt Grant 00/01	3,044	0	13,456	0	---
440110	9115700	Hist Res Inventory Database	0	0	16,000	0	---
440110	9116800	Hist Preservation Plan Update	0	0	15,000	0	---
<b>Special Projects Total</b>			<b>3,044</b>	<b>0</b>	<b>44,456</b>	<b>0</b>	<b>---</b>
894101	2725000	Interfund Svcs-General Fund	1,272	0	0	0	---
<b>Charges to Others Total</b>			<b>1,272</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>---</b>
<b>Net Budget</b>			<b>4,316</b>	<b>0</b>	<b>44,456</b>	<b>0</b>	<b>---</b>

## Annual Budget

**Department / Section:** Planning / Plan-Community Based Planning  
101 - 273000

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
411100	2730000	Salaries-Regular	631,277	703,831	683,831	754,482	7 %
411410	2730000	Vacation Payoff	16,018	0	0	0	---
411420	2730000	Sick Leave Payoff	48,731	0	0	0	---
412000	2730000	Emp Pension & Benefits	123,553	161,040	161,040	190,976	18 %
413120	2730000	OT at 1.5 Rate	650	1,440	1,440	1,494	3 %
<b>Personnel Services Total</b>			<b>820,231</b>	<b>866,311</b>	<b>846,311</b>	<b>946,952</b>	<b>9 %</b>
421000	2730000	Professional Services	1,033	206,000	206,000	5,000	(97) %
422000	2730000	Utility Services	7,970	7,072	7,072	7,800	10 %
423000	2730000	Rentals & Transport	1,716	2,100	2,100	1,844	(12) %
425000	2730000	Office Exp & Supplies	42,272	49,734	44,734	43,700	(12) %
425200	2730000	Periodicals/Dues	0	950	950	950	%
427100	2730000	Travel & Meeting	1,323	2,630	2,630	2,630	%
427200	2730000	Training	1,293	2,000	2,000	5,000	150 %
428400	2730000	Insurance/All Other	15,045	10,493	10,493	20,378	94 %
<b>Non-personnel Expenses Total</b>			<b>70,655</b>	<b>280,979</b>	<b>275,979</b>	<b>87,302</b>	<b>(68) %</b>
881100	2730000	General Fund Allocation Chgs	219,468	154,481	154,481	164,711	6 %
881200	2730000	Central Svc Allocation Chgs	105,573	128,674	128,674	133,166	3 %
<b>Charges From Others Total</b>			<b>325,041</b>	<b>283,155</b>	<b>283,155</b>	<b>297,877</b>	<b>5 %</b>
894240	2730000	Interfund Svcs-Air Quality Imp	(4,220)	0	0	0	---
<b>Charges to Others Total</b>			<b>(4,220)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>---</b>
<b>Net Budget</b>			<b>1,211,707</b>	<b>1,430,445</b>	<b>1,405,445</b>	<b>1,332,131</b>	<b>(6) %</b>

## Annual Budget

**Department / Section:** Planning / Planning-Building & Safety  
101 - 273500

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
411100	2735000	Salaries-Regular	1,001,577	1,109,090	1,109,090	1,160,407	4 %
411110	2735000	Salaries-Temp & Part Time	1,604	0	0	0	---
411410	2735000	Vacation Payoff	4,062	0	0	0	---
411420	2735000	Sick Leave Payoff	189	0	0	0	---
412000	2735000	Emp Pension & Benefits	200,402	246,083	246,083	282,712	14 %
413120	2735000	OT at 1.5 Rate	18,399	15,000	15,000	15,565	3 %
<b>Personnel Services Total</b>			<b>1,226,236</b>	<b>1,370,173</b>	<b>1,370,173</b>	<b>1,458,684</b>	<b>6 %</b>
421000	2735000	Professional Services	39,313	0	77,840	0	---
421001	2735000	Prof Svcs - Admin	14,585	0	0	0	---
422000	2735000	Utility Services	17,423	19,525	19,525	18,250	(6) %
423000	2735000	Rentals & Transport	33,484	39,561	39,561	40,253	1 %
424000	2735000	Maint & Repairs	5,400	5,457	8,457	3,457	(36) %
425000	2735000	Office Exp & Supplies	26,743	19,547	20,811	19,547	%
425200	2735000	Periodicals/Dues	1,231	1,583	1,583	1,583	%
426000	2735000	Materials & Supplies	2,477	5,278	5,278	5,278	%
427100	2735000	Travel & Meeting	1,300	1,293	1,293	1,293	%
427200	2735000	Training	4,188	5,489	5,489	5,489	%
427300	9723100	Seismic Education & Traning	0	0	3,861	0	---
428400	2735000	Insurance/All Other	20,908	16,533	16,533	31,339	89 %
<b>Non-personnel Expenses Total</b>			<b>167,056</b>	<b>114,266</b>	<b>200,231</b>	<b>126,489</b>	<b>10 %</b>
462300	2735000	Office Furniture & Equipment	0	0	5,000	0	---
462308	2735000	Office Furn & Eq-Computer Acqu	120,688	0	27,311	0	---
<b>Equipment Outlay Total</b>			<b>120,688</b>	<b>0</b>	<b>32,311</b>	<b>0</b>	<b>---</b>
881100	2735000	General Fund Allocation Chgs	19,644	14,167	14,167	14,779	4 %
881200	2735000	Central Svc Allocation Chgs	112,096	118,289	118,289	123,740	4 %
<b>Charges From Others Total</b>			<b>131,740</b>	<b>132,456</b>	<b>132,456</b>	<b>138,519</b>	<b>4 %</b>
<b>Net Budget</b>			<b>1,645,721</b>	<b>1,616,895</b>	<b>1,735,172</b>	<b>1,723,692</b>	<b>6 %</b>